1	**Applications accepted from:** **ALL PERSONS INTERESTED**
2	**Job Classification** **LAN SPECIALIST**
3	**Posting Number** **PN# 111689**
4	**Department** **Municipal Courts Administration**
5	**Division** **Systems Operations**
6	**Section**
7	**Reporting Location** **61 Reisner**
8	**Workdays & Hours** **M - F, 8 a.m. – 5 p.m.***

*****Subject to change**

9   *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*
- Must have extensive knowledge of a large server environment, system administration, analysis, design
- Must be very familiar with administering and managing a Microsoft and UNIX server environment
- Administrators of a large Windows and UNIX 24/7 environment
- Coordinates various functions of local networks and works with users during implementation phase
- Initiates and maintains procedures for reporting on system administration and utilization
- Develops system specifications and quality; defines requirements for network systems, evaluates vendor packages to determine suitability for users
- Initiates projects or services for the generation, modification and maintenance of systems software in a large multi-user environment
- Prepares standards and procedures with respect to system software
- Acts as liaison with specified areas and confers to define problems; trains users on capabilities of systems
- Work is non-standardized, complex, and varied, and requires interpretation and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

10   *WORKING CONDITIONS*
This position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

11   *MINIMUM EDUCATIONAL REQUIREMENTS*
Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field.

12   *MINIMUM EXPERIENCE REQUIREMENTS*
Four (4) years of professional experience in system administration, analysis, design, programming, or a closely related field are required.

13   *MINIMUM LICENSE REQUIREMENTS*
Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14   *PREFERENCES*
Extensive knowledge of Microsoft NT, Win 2000/2003, AD, UNIX, Oracle, Linux, Application Administration, Server Administration and strong customer service skills a plus.

15   *SELECTION/SKILLS TESTS REQUIRED*
None. However, the department may administer and the applicant must successfully complete a computer skills assessment.

16   *SAFETY IMPACT POSITION*   [x] **YES**   [ ] **No**
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17   *SALARY INFORMATION*
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 26
$1,587.00 - $3,016.00 Biweekly - $41,262.00 - $78,416.00

18   *OPENING DATE*   **June 28, 2006**

19   *CLOSING DATE*   **OPEN UNTIL FILLED**

20   **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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